



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
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NAVENVIRHLTHCENINST 6260.3
OEM
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NAVENVIRHLTHCEN INSTRUCTION 6260.3

Subj: PERSONAL COMPUTER (PC) MATRIX CONFIGURATION CONTROL BOARD

Ref: (a) OPNAVINST 5100.19
(b) OPNAVINST 5100.23
(c) BUMEDINST 5450.157
(d) NAVENVIRHLTHCENINST 6260.2

Encl: (1) PC Matrix Configuration Control Board Charter

1. Purpose. To recognize the PC Matrix Configuration Control Board (CCB), provide guidance and procedures, and assign responsibilities. This is a new instruction and should be read in its entirety.
2. Scope. This instruction applies to the Navy Environmental Health Center (NAVENVIRHLTHCEN) and field activities. In addition, Commanding Officer, Naval Medical Information Management Center (NMIMC), in his role as Chief Information Officer will, as resources permit, provide requisite technical support to the CCB.
3. Background. References (a) through (c) assign responsibilities to the NAVENVIRHLTHCEN for providing technical oversight of the medical surveillance and certification processes related to Occupational and Environmental Medicine (OEM). The Medical Matrix Committee performs these functions as described in reference (d).
4. Action. The PC Matrix CCB is constituted to formally assess functional requirements, extant and emergent, and approve appropriate changes to PC Matrix.
5. Organizations and Management. The PC Matrix CCB shall be structured and perform duties as described in enclosure (1).


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Distribution: (NAVENVIRHLTHCENINST 5215.2P)
List V (All NAVENVIRHLTHCEN Personnel)

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PC MATRIX CONFIGURATION CONTROL BOARD CHARTER

1. **Background.** PC Matrix began as a system to automate content and provide an approved form for documentation of results of mandated medical surveillance and certification examinations. The original version was a compiled DOS-based program, later upgraded to a Windows-compatible program, written in FoxPro. Content updates are driven by and performed concurrently with revisions to the Navy Environmental Health Center technical manual, "Medical Surveillance Procedures Manual and Medical Matrix." PC Matrix Version 7 is the current release as of 2/28/2001.

PC Matrix is the only automated occupational health application available to perform exposure based medical surveillance and certification exams. The Navy adopted it in 1992. Army and Air Force have voiced significant interest in identifying the application as the DOD interim solution to support standardized clinical business practices in Occupational Medicine. It is anticipated that PC Matrix functionality will be integrated into Composite Health Care System (CHCS II). Integration into Shipboard Automated Medical System (SAMS) and Theater Medical Information Program (TMIP) is highly desirable.

2. **Establishment.** PC Matrix CCB is constituted to formally assess functional requirements, extant and emergent, and approve appropriate changes to PC Matrix. The provisions of this Charter are applicable to the CCB members and their support components.

3. **Mission.** The CCB shall assess and implement changes to PC Matrix as processed and directed by the Medical Matrix Committee to:

- a. Maintain the functionality of the program.
- b. Serve as the focal point for all reports of program defects or deficiencies.
- c. Assess and act upon all requests for changes, repairs and/or enhancements as they relate to system quality, usability, reliability and maintainability.

The PC Matrix CCB functions will be conducted and operated in accordance with Federal and Navy medical examinations requirements and software standards.

4. **Responsibilities:**

- a. Commanding Officer, NAVENVIRHLTHCEN shall:
 - (1) Appoint chairperson and members.

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(2) Annually review recommendations of the Medical Matrix Committee and PC Matrix CCB implementation plans.

(3) Coordinate with Commanding Officer NMIMC to ensure technical support is available to participate as required.

b. Chairperson, CCB shall:

(1) Nominate NAVENVIRHLTHCEN resources for membership to the CCB and coordinate nominations for technical personnel participation from Commanding Officer NMIMC nominations which may include organic staff or support contractors.

(2) Serve concurrently as Chairperson of the Medical Matrix Committee and oversee activities of the Medical Matrix Committee to ensure timely integration by the CCB.

(3) Chair the Configuration Control Board.

(4) Establish agenda and schedule and host meetings at least semi-annually.

(5) Assign actions and establish protocols to ensure technical updates of PC Matrix in a timely manner.

(6) Present final changes/updates to the Medical Matrix Committee for concurrence.

(7) With the CCB members, present to the support contractor changes to the application necessary to ensure compliance with Medical Matrix requirements.

c. The CCB members shall:

(1) Actively encourage field participation by soliciting requests to update the Medical Matrix Manual and PC Matrix.

(2) Review reported defects and proposed changes to PC Matrix and provide recommendations for remediation.

d. The NMIMC-designated personnel shall:

(1) Coordinate, facilitate and support the meetings.

(2) Develop and distribute CCB agendas in coordination with the Chairperson.

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(3) Actively participate in the CCB meetings and provide technical input related to the maintenance and updating of the application to include advice as to:

(a) Development costs.

(b) Impacts upon system security and integrity.

(c) Alternative technical solutions.

(4) Prepare, staff, finalize and publish written minutes.

(5) Track and report status of action items.

(6) Maintain configuration management data as prescribed by current best business practices.